

# POSITION DESCRIPTION (Please Fill in Instruction on the Back)

1. Agency Position No.  
S000011

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other	3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location	5. Duty Station	6. OPM Certification No.
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests	9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)	11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity 1- Non Sensitive <input checked="" type="checkbox"/> 3- Critical Sensitive 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive	13. Competitive Level Code	14. Agency Use
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15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management	Department of Interior, FPL/LE Retirement Team Specialist	HP2				
b. Department, Agency or Establishment	Firefighter <input checked="" type="checkbox"/> Law Enforcement <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Primary <input checked="" type="checkbox"/> Secondary/Supvy					
c. Second Level Review	Approval Date 12/27/00					
d. First Level Review	PARK RANGER (LE/REFUGE)	GS	0025	07		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title) Refuge Law Enforcement Officer	17. Name of Employee (if vacant, specify)
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18. Department, Agency, or Establishment DEPARTMENT OF THE INTERIOR	c. Third Subdivision
a. First Subdivision U.S. FISH AND WILDLIFE SERVICE	d. Fourth Subdivision
b. Second Subdivision REGION	e. Fifth Subdivision

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)
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20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature _____ Date _____	Signature _____ Date _____

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	22. Position Classification Standards Used in Classifying/Grading Position GS-083, 4/88; GS-025, 11/85; INTRODUCTION TO POSITION CLASSIFICATION STANDARDS 08/91.
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Typed Name and Title of Official Taking Action	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
Signature _____ Date _____	

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
FPL: GS-07 NOTE: THIS POSITION IS FOR YOUNG AND PHYSICALLY VIGOROUS INDIVIDUALS AND IS SUBJECT TO THE MAXIMUM ENTRY AGE RESTRICTIONS.  
Standard Position Description Servicewide  
Approved for use as a standardized position description

Debra O. Summers 08/29/00  
Debra O. Summers  
Personnel Management Specialist

## **Standard Position Description #S000011**

### **U.S. Fish and Wildlife Service National Wildlife Refuge System Refuge Law Enforcement Officer Standard Position Description Park Ranger (Refuge/LE), GS-0025-7**

#### **Introduction**

This is a full-performance level position, the primary purpose of which is to perform law enforcement duties that are integral to the conservation and use of the Service's natural, cultural, and human resources through the investigation, apprehension, and detention of individuals suspected or convicted of criminal activities and misdemeanors involving Federal laws and regulations such as arson, illegal hunting and fishing, disturbance of fish and wildlife, firearms violations, timber theft, hazardous material violations or dumping, vandalism, theft or disturbance of archeological resources, illegal harvesting of plants and animals, traffic violations, marijuana cultivation, use or sale of illegal drugs, crimes against persons or property, and trespassing on Service lands. The employee must successfully complete or have already completed screening and testing procedures to serve as a commissioned Federal refuge law enforcement officer. The employee must apply knowledge of the fundamental conservation mission of the Refuge system and how this relates to the various activities of the refuge/location to which assigned.

#### **Major Duties**

##### **1. Law Enforcement (65-95%)**

Serves as a commissioned law enforcement officer performing law enforcement duties. These duties include but are not limited to detecting; investigating; apprehending; detaining, arresting, and/or issuing citations; and prosecuting violators of a variety of law enforcement acts, laws, rules, and regulations that have been enacted to insure the protection and safe use of national wildlife refuge resources.

Investigates the occurrence of criminal activity, arson, theft, breaking and entering, vandalism, pollution of the air and water, destruction of property, or offenses of the criminal laws and regulations of the United States that relate to Service lands and responsibilities. Develops information through fact finding by collecting evidence; interviewing witnesses or suspects; pursuing leads; searching records; conducting surveillance; observing suspicious activity; and, compiling information from informants, concerned citizens, and local, Federal, and State officials.

Investigates violations of applicable Federal and State fish and wildlife laws including poaching, illegal hunting of waterfowl, illegal use of aircraft for hunting migratory waterfowl and commercial fishing. Enforces applicable laws and regulations concerning the possession, use, distribution, trafficking, cultivation, and manufacture of controlled substances on Service lands. Investigates incidents occurring on Service lands involving searching for or removal of objects of antiquity. Investigates other incidents which occur on Service lands.

Prepares investigation or case reports by documenting findings and facts, obtaining witness statements and copies of official records, and including pertinent evidence, correspondence, maps, historical information, exhibits, and photographs. Issues citations

and files criminal complaints and prepares U.S. District Court Violation Notices for submission to the Central Violations Bureau. Checks the records of suspects and offenders for prior violations by contacting various State law enforcement agencies. Apprehends violators of Federal and or/State criminal laws and takes offenders and suspects into custody when such action is appropriate. Seizes evidence, preserves and protects it, and properly disposes of it upon completion of cases. Requests and presents justification for warrants for defendants who fail to appear in court. Prepares cases of a more serious nature for the appropriate U.S. Attorney's Office for prosecution. Meets with prosecuting attorneys, presents testimony, and delivers evidence. In cooperation with the U. S. Attorney, recommends fines, probation, administrative action, monetary restitution, and/or reclamation of damage to the court. Represents the National Wildlife Refuge System in court.

Carries out activities to deter activities which are illegal or potentially harmful to the natural resources or visitors to the refuge; familiarizes permanent, seasonal/temporary, and collateral duty law enforcement personnel with Federal and State laws governing management of natural resources; and provides training to other staff in law enforcement skills, techniques, and practices to prevent and/or detect illegal activities.

Meets with refuge users, such as recreationists, cooperative farmers, oil and gas producers, and permittees, to provide information as to the Service's mission and policies, and the laws and regulations applicable to its lands and other natural resources. Ensures compliance of regulations and permit stipulations by Service land users.

Maintains liaison, exchanges information, and coordinates ongoing law enforcement activities with other Federal, State, local law enforcement agencies, and other Service refuge law enforcement staff and Special Agents. Participates in ground and air surveillance that may involve flying as a passenger in aircraft, to identify suspects and illegal activity. Cooperates in investigation and disposition of cases. Participates with other refuge law enforcement staff or Special Agents on special details and investigations related to controlled substances, commercial exploitation of plants and wildlife, and execution of warrants.

As part of the employee's official duties, assists local law enforcement agencies from time to time, including occasional emergency assistance. Also enforces game and fish laws in accordance with any limitations imposed by the State.

May review existing regulations and proposals for 50 CFR Parts 32, 33 which deal with such matters as refuge hunting and fishing programs, and provide recommendations for change for approval by the Refuge Manager/Project Leader; review investigation/incident and other reports prepared by collateral duty and other officers for compliance with policy, adequacy, and completeness; identify regulatory and security problems/issues and recommends and/or initiates corrective action; review existing plans geared toward enhancing the public's understanding of the refuge program and regulations and provide input on improvements; and provide suggestions on and/or develop materials such as brochures, publications, or custom signage.

## 2. Combined Adjunct and Miscellaneous Duties (5-35%)

Directs and/or participates as a member of search and rescue teams. Provides and/or obtains first-aid/emergency medical assistance. Operates motor vehicles, or special purpose law enforcement vehicles of various types including small watercraft.

Prepares and makes presentations to visitors to explain Service mission and law

enforcement issues, and to encourage voluntary support of natural resource protection.

Uses automated computer technology including databases, software, and communications capabilities to carry out duties including preparing correspondence, local and national reports, entering and manipulating data, communicating information, and ensuring data quality and system integrity.

Provides technical direction and guidance to other commissioned refuge law enforcement staff, or others assigned to assist in law enforcement activities and special investigations on a temporary basis.

May perform a variety of miscellaneous duties such as the following:

- Instruct class sessions of Regional in-service refresher law enforcement training involving situational and classroom setting, including developing class materials, covering such topics as patrol techniques, case preparation, regulation/statute review, and firearms training; and,

- Perform various resource management support duties such as collecting fish and wildlife population and habitat information according to established protocols in the course of activities in and around the refuge, participate in arson investigations; issue special use permits in accordance with refuge management plans and policies; inspect concessions facilities; oversee fee collection activities; conduct fire, health and safety inspections; provide security or otherwise participate in wildland firefighting efforts; or assist in law enforcement activities at other locations.

## FACTORS

### 1. Knowledge Required by the Position

Basic knowledge of law enforcement and general administrative methods and techniques which help provide a foundation for understanding the objectives of the refuge law enforcement program, the basic concepts of conservation, and the objectives of the U.S. Fish and Wildlife Service and the Refuge System.

Skill to communicate and interact with others in a professional manner in carrying out basic assignments and in completing training.

Ability to detect, prevent, and/or curtail illegal and prohibited activities of a potentially destructive nature to refuges and their resources; and skill in observing, interpreting, evaluating, and drawing correct conclusions regarding the overall impact of Service law enforcement policies and practices on natural resource management and fish and wildlife recovery efforts.

Knowledge and understanding of the individual and collective natural resources constituting the refuge ecosystem, and of the laws and regulations (e.g., National Wildlife Refuge System Administration Act, Migratory Bird Treaty Act, Migratory Bird Hunting and Conservation Stamp Act, Bald Eagle Protection Act, Lacey Act, etc.) governing situations that frequently occur on Service lands.

Successful completion of, or ability to successfully complete, the Land Management Law Enforcement Course at the Federal Law Enforcement Training Center (FLETC) or equivalent training, Refuge Officer Basic School (ROBS), and ability to obtain a commission as a Service law enforcement officer. Skill in the use of firearms, self-defense techniques, prisoner control methods, electronic surveillance and intrusion

detection devices, and two way radios. Thorough understanding of the methods of investigation and obtaining and maintaining a chain of custody, interviewing and interrogation techniques, and methods and patterns of criminal operations.

Skill to operate a variety of motor vehicles and specialized craft. Must have and maintain a valid motor vehicle operator's license.

Skill in the use of computer systems, word processing equipment, and special purpose software.

Knowledge of and skill in use of defensive weapons and protective equipment.

Skill may be needed to provide technical direction to a small staff of employees.

## 2. Supervisory Controls

The Refuge Manager or other supervisor assigns the overall area of responsibility in terms of goals and annual work plans, commitments, program priorities, deadlines, and special considerations. The incumbent uses own judgment to set short-term work priorities and accomplishes most work with minimal supervision. However, the supervisor is typically available to assist the employee in unusual situations that do not have clear precedents. The employee, having developed competence in the work, plans and carries out the steps required according to specific case conditions, and handles deviations from established procedures by resolving problems that arise according to applicable laws and higher-level and local policy and standards, previous training and experience, established practice, legal precedent, or other controls as appropriate. The work is evaluated for technical soundness, adherence to policies and procedures, efficiency, and achievement of results.

Technical guidance and support is available from Special Agents and from scientific personnel at the refuge upon request. The employee keeps the supervisor generally informed about the work performed and about significant problems and issues which arise. Also provides information and suggests solutions: to enforcement matters of a sensitive nature, to potentially controversial situations, and to conditions warranting departure from established policies.

## 3. Guidelines

The employee receives specific, detailed instructional materials and oral instructions covering legal and administrative law enforcement principles, policies, laws and regulations, techniques, work process, and standard and established procedures. The guidelines, as supplemented by instructions/directions, are typically applicable to assignments, and work is normally performed in accordance with the guidance received although judgment is required as to the selection of guidelines and which of several alternatives to use..

The guidelines include Departmental and Service policies and manuals on established law enforcement concepts and practices as applied to conservation lands, and basic legislation such as Title 50 of the Code of Federal Regulations, the Endangered Species Act, the Lacey Act, and the National Wildlife Refuge System Administration Act. Detailed guidelines are available from the Refuge Manual, Service Manual, Director's Orders, Department Manual, Regional releases, the Law Enforcement Handbook, biology and wildlife management texts, and local refuge publication. The employee frequently adapts guidelines and exercises judgment when encountering field situations, such as confrontation with violators or suspects.

The nature of the personally performed law enforcement work is such that the employee may not be able to rapidly refer to guidelines for situations that occur. The employee exercises judgment in interpreting guidelines and in adapting and applying them, and, as may be necessary, deviating from them to meet the unusual or emergency situation.

#### 4. Complexity

The employee uses a variety of established law enforcement procedures and methods (e.g., patrol, surveillance, interviews, interrogations and vehicle searches, record checks, issuance of citations, preparation of written reports, and court testimony) in the course of identifying, investigating, apprehending, and aiding in the prosecution governing public use of refuge lands and resources. Work contributes to the overall fish and wildlife conservation mission of the Refuge System and is complicated by the wide variety of law enforcement situations encountered and the need to enforce diverse Federal and State laws and regulations and Service policies in situations which may involve emotionally unstable, agitated, or alcohol/drug influenced persons. Each situation must be carefully assessed before an appropriate course of action is selected and carried out.

Complexity is reflected in the substantive knowledge, skills, and abilities relating to protecting refuge resources while providing for their use and enjoyment. Applies various methods of interpreting and educating the public about the significance of the refuge's resources; undertakes law enforcement measures as necessary. The employee interprets, explains, and motivates interest in the refuge's resources; may personally perform resource conservation work; leads and carries out search and rescue operations; may participate in firefighting operations; provides emergency medical services; and may perform special assignments relating to various aspects of refuge operations and the public use management program.

The employee must choose the appropriate course of action in particular situations based on independent analysis of the situations and of the numerous variables which define the situations. In many situations encountered in carrying out the wide-ranging, varied, and highly specialized duties, the employee defends refuge policies and regulations in an atmosphere of physical and psychological challenge, confrontation, and hostility.

The employee must use sound judgment to assess the conditions and variables quickly and make on-the-spot decisions in selecting the best course of action from among the various alternative approaches, methods, and techniques available for achieving the three-tiered objectives of resource management, resource education, and effective public use management. Work is complicated by such factors as conflicting criminal, civil, and administrative rulings; complexity of natural resource laws, the nature and extent of violators' methods of operation; the nature and extent of impacted activities; difficulty in establishing interrelationships of facts or evidence; and sometimes poorly identified or understood Service land boundaries.

#### 5. Scope and Effect

The purpose of the work is the enforcement of laws, regulations, and related statutes concerning Service lands and responsibilities. The work involves apprehending persons suspected of committing criminal violations, investigating criminal activity and violations and developing case information sufficient to charge suspects in Federal or State courts. Effect of the work results in protection and enhancement of numerous resources on Service managed lands and protection of visitors on those lands. It is essential that the incumbent exercise sound judgment and executes duties in a professional fashion that protects that protects and enhances the Service's image.

## 6. Personal Contacts

The employee has daily contacts with visitors, co-workers, refuge neighbors, and other members of the public. Contacts also frequently include attorneys, judges, representatives of special interest groups and the media, and personnel from other Federal agencies and from State and local law enforcement and emergency service organizations. With respect to visitors to and neighbors of the refuge, the employee's contacts include people who represent a cross section of the nation and of many other countries of the world. Visitors are of all ages, and are from all social, ethnic, and economic groupings. Most visitors and refuge neighbors can be expected to be law abiding citizens; however, visitors also include individuals who violate the laws, rules, and regulations of the refuge and some individuals who have a history of previous convictions for serious criminal offenses. Officers will provide security and personal protection for VIPs and visiting dignitaries.

## 7. Purpose of Contacts

The officer is often the first-line-of-contact to the public and must be able to present the purpose of the Refuge System from both a biological and law enforcement perspective. Assignments require collaboration with Service resource managers and a variety of other Federal, State, and local law enforcement agencies whose goals are generally compatible but occasionally require special efforts to reconcile differing viewpoints and demands. Contacts with Service land users and visitors are to enforce laws and regulations governing the use of Service lands, to inform them of the cultural and natural resources on Service lands, and to ensure regulatory compliance. Contacts with private organizations, groups, and individuals are made to exchange information and to stimulate active support of law enforcement efforts, to investigate criminal activity and violations, and to apprehend suspects and violators. Contacts to detect and curtail criminal activity are often dangerous; people encountered are sometimes verbally and/or physically hostile.

## 8. Physical Demands

The employee's work regularly includes long periods of standing, hiking and/or climbing, in many cases on uneven, steep, rough, slippery, and/or rugged terrain. Operation of a variety of land and water craft over extended periods of time is required. The duties require frequent or strenuous exertion in law enforcement, firefighting, search and rescue, and related emergency activities. Lifting or carrying equipment weighing over 50 pounds may be required.

Duties involve performing physically rigorous assignments, usually in isolated outdoor environments on land, water, and in the air. The employee is frequently exposed to sudden severe weather conditions. Dangerous persons must be physically confronted, subdued, and apprehended, many of whom are known to carry weapons. Prisoners must be kept under physical restraint during transport and processing. Criminal investigations are subject to the need to be carried out without regard to fixed work schedules, scheduled off-duty days, or opportunities for proper rest or nutrition. There is a high-stress component to much of the employee's work assignment.

## 9. Work Environment

While a portion of the work is performed in an office setting, most of the work is performed outdoors in all kind of weather and climatic conditions on land and/or on the water. The work is performed at various hours of the day and night and for prolonged periods during emergency situations. The employee is subject to frequent exposure to high-risk and potentially dangerous situations in law enforcement and emergency types of situations requiring use of a wide-range of personal protective gear (some of which may be

uncomfortable, hot, or inconvenient to wear), adherence to specific safety procedures, and other precautions.

Long periods of surveillance work may be required in cramped, or unpleasant locations and under unpleasant conditions. Subject to the possibility of being frequently assigned variable work schedules, including shift work.

Exposed to potentially dangerous situations, such as accidents while operating motor vehicles of various types; flying as a passenger in small fixed wing or rotary wing aircraft; and/or operating and/or riding in small watercraft.

Emergency law enforcement operations will require entry into hazardous environments, exposure to dangerous persons, animals, and substances, and potential exposure to infectious diseases. Follows Service and Departmental safety policies wearing protective clothing and using appropriate protective and/or safety devices to reduce or eliminate exposure to dangerous situations.

**Note: As a condition of employment the employee must successfully meet or pass the following:**

- Screening and testing:
  - Federal Law Enforcement Training Center's Physical Efficiency Battery (PEB)
  - Background Investigation
  - Qualification Inquiry
  - Drug testing
  - Psychological Screening
  - Medical Standards
- Land Management Police Training (FLETC)
- Refuge Officer Basic School
- Cardiopulmonary Resuscitation (CPR)
- First Aid Training
- Maximum entry age and retirement requirements
- Must wear the Service uniform according to policy
- Must have and maintain a valid motor vehicle operator's license for the required vehicles
- Must qualify and carry a firearm